

EMERALD HEIGHTS COLLEGE FOR WOMEN

**Affiliated to Bharathiar University
Re-Accredited with B⁺⁺ by NAAC (3rd cycle)
Finger Post,Udhagamandalam-643006**

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

It is hereby brought to the kind notice of the members that the meeting of the Internal Quality Assurance Cell will be held on 25.06.2018 at 3.30 P.M. in the seminar hall. All the members are requested to attend the meeting without fail.

AGENDA

- 1. Welcome address by the Principal.**
- 2. Awarding the University Rank Holders.**
- 3. Assembly Message.**
- 4. Workshops in Department of Commerce.**
- 5. Discussion regarding Fresher's day.**
- 6. Inauguration of department of Computer Science -CBI Zephyr 2018.**
- 7. To conduct Cognizance**
- 8. Any other matter.**
- 9. Vote of Thanks.**

Date : 22.06.2018

Place : Ootacamund

To

All the members of the IQAC

MINUTES OF THE IQAC MEETING

1. The members of the IQAC were greeted and welcomed by the Principal, Dr. S. Parvathi who chaired the meeting.
2. The Principal was happy to inform that four of our students have secured university rank. It was decided to award the students with cash prize on college day.
 1. Kriuba Susan Abraham - 1st Rank Dept. of Zoology
 2. Vahitha.I - 3rd Rank Dept. of B.Com CA
 3. Megala.P - 4th Rank Dept. of Zoology
 4. M.Devayani - 9th Rank Dept. of B.Sc Information Technology.

3. The heads of the department suggested to improve the assembly pattern.

To make the assembly more effective it was decided to make the teaching staff to deliver a value based thought everyday.

4. The HOD of Commerce decided to bring in experts and to conduct workshop on co-operative management and emerging project management for their students. Department of B.Com CA decided to conduct their department inaugural function "SKIPTA 2018" on 22nd June 2019.
5. To welcome the first years, it was decided to celebrate the freshers' day in the month of July 2018.
6. The Department of Computer science decided to inaugurate their Department with the title CBI Zephyr '18 and to conduct an exhibition, paper presentation, quiz on computer technology. It was decided to reward the prize winners with trophy and certificates.
7. The Literary Association of the Self Financing Department students decided to inaugurate the function in the title cognizance'18.

There being no other matter the meeting of the IQAC was adjourned after vote of thanks proposed by the IQAC co-ordinator, Mrs. Kavitha. R.

Action Taken

- **Daily one teaching staff delivers a value based thought to the students in the assembly.**
- **The Department of Commerce conducted SKIPTA 2018 on 22.07.2018**
- **The Department of Computer Science conducted CBI Zephyr'18 on 13.07.2018.**
- **On 14.08.2018 a Guest Lecture on 'Big Data and Mission Learning' was conducted by Department of Mathematics.**
- **On 4.08.2018 the students of Department of Self Finance conducted Literary club activities- "COGNIZANCE". Competitions like drama,paper presentation, models and dance were conducted.**
- **A Faculty Development programme by Dr.A.Muthusamy M.Com M.Phil,Ph.D., Professor Department of Alagappa University was organised on 03.09.2018.**

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MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

It is hereby brought to the kind notice of the members that a meeting of the Internal Quality Assurance Cell will be held on 06.09.2018 at 3.30 P.M. in the seminar hall. All the members are requested to attend the meeting without fail.

AGENDA

- 1. Welcome address by the Principal.**
- 2. Golden Jubilee Celebrations.**
- 3. The Department of Zoology -Celebration of Ozone Day &Wild Life Week.**
- 4. The Department of Commerce- Luminous 2K18**
- 5. NSS activities of this year.**
- 6. The Department of English-Association activities.**
- 7. Extension Activity by students of Self Financing Department.**
- 8. Parents Teachers Meeting.**
- 9. University Visit by Students of Department of Commerce.**
- 10. Vote of Thanks.**

Date : 04.09.2018

Place : Ootacamund

To All the members of the IQAC

MINUTES OF THE IQAC MEETING

1. The members of the IQAC were greeted and welcomed by the Principal, Dr.S.Parvathi who chaired the meeting.
2. The Principal of the college informed that our institution will be entering into the fiftieth year in 2019.The Principal asked to conduct many activities in each department in connection with Golden Jubilee year celebrations.
3. The Department of Zoology decided to conduct a Guest Lecture on Ozone day.
It was decided to invite Er.Gopalakrishnan NWEA and Mr.D.Lawrence Honorary Sec. NWEA as the Chief Guests.
4. The Department of Commerce wanted to conduct their association activities - Luminous 2K18.In this regard they decided to conduct quiz,skit,paper presentation and essay competition by the Department of Commerce.
5. The NSS coordinators decided to take the NSS students to celebrate world tourism day, Gandhi Jayanthi and Swatch Hi Seva on the respective days.
6. The Department of English wanted to conduct their association activities with Special regard to the Golden Jubilee Celebrations. They decided to conduct alumni meet, quiz, skit, paper presentations.
7. Extension activities for this year were discussed. It was resolved that the students showed their willingness to distribute stationeries, teach them basic Arithmetic and English to the students of the nearby schools in Ooty. They also wanted to play a few games and conduct activities to entertain the children.
8. The Principal instructed the Heads of the Department to conduct regular parents teachers meeting. The principal said that the parents should be aware of their wards performance in studies and attendance regularly. The department heads decided to conduct the meeting department wise.
9. The UG and PG final year students of Department of Commerce wanted to visit the library of Bharathiar university for their project reference. It was decided to take the students to university .

There being no other matter the meeting of the IQAC was adjourned after the vote of thanks proposed by IQAC co-ordinator, Mrs. Kavitha. R.

Action Taken

- **On 14.09.2019 the students went to nearby schools in Ooty and conducted classes in basic English grammar and mathematics.**
- **The Department of Zoology celebrated 'The Ozone Day' with the title 'Keep cool and carry on Pollution control' on 17.09.2018.**
- **Wild life week was celebrated on 29.09.2018 by the department of Zoology.**
- **The Department of commerce celebrated 'Luminous 2K18 on 13.10.2018 by organizing quiz, skit and essay competitions.**
- **A Parents teachers meeting was conducted by each department and feedback was received from them.**

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MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

It is hereby brought to the kind notice of the members that a meeting of the Internal Quality Assurance Cell will be held on 02.11.2018 on 3.30 P.M. in the seminar hall. All the members are requested to attend the meeting without fail.

AGENDA

- 1. Welcome address by the Principal.**
- 2. Golden Jubilee year Celebrations.**
- 3. Department of Mathematics-Mathesia 2018.**
- 4. NSS Camp in Thatnaneri.**
- 5. Department of Zoology- IV to Aavin and Golden Jubilee year Celebrations .**
- 6. Coinex Exhibition by Department of B.ComCA**
- 7. Placemens Orientation.**
- 8. FETE-Green Auditing.**
- 9. Vote of Thanks.**

Date : 31.10.2018

Place : Ootacamund

To

All the members of the IQAC

MINUTES OF THE IQAC MEETING

1. The members of the IQAC were greeted and welcomed by the principal, Dr.S.Parvathi who chaired the meeting.
2. The Principal suggested to celebrate the golden jubilee year by awarding 2 best teachers from schools in and around The Nilgiris.It was decided to honor the retired teaching and non teaching staff of our college and to release the Golden jubilee year college magazine.
3. The students of department of mathematics wanted to conduct their department activities such as exhibition,paper presentation, Quiz, with the title Mathesia 2018.
4. The NSS coordinators and students wanted to have a one week camp in Thataneri. They were willing to conduct an eye camp, create awareness on swatch bharath, healthy food habits and hygiene.
5. The HOD OF Zoology wanted to take the students to Aavin Milk Dairy,Ooty to learn about the processing of milk. On regard of Golden Jubilee year celebration the students wanted to have their department functions.
6. The staff and students of Department of B.Com CA suggested to conduct an exhibition on coins. They decided to collect coins and dollars from different countries and from ancient periods. It was decided to invite all the school students from Ooty to visit the exhibition.
7. The Principal of the college instructed to bring in many banks ,schools and companies for placements for this year. The Principal said to give orientation about interview skills for the students before attending the placement drives.
8. Every year the students used to conduct a FETE in the Self Financing Wing of the College.. The money collected will be donated to the poor and sick people. This year the students were willing to conduct the FETE in the name BUFFICIOUS and to contribute the money for green auditing in the college campus.

There being no other matter the meeting of the IQAC was adjourned after the vote of thanks was proposed by the IQAC co-ordinator, Mrs. Kavitha. R.

Action plan

- On 07.10.2018, students conducted a legal and women safety awareness programme in YBA Hall on the opening ceremony of the Mahila court,Ooty.
- The NSS Students conducted a special camp in Thataneri Village from16.12.18 to 22.12.18.Nearly 100 students from various departments took part in the camp.
- Coinex Exhibition was conducted by the Department of B.com CA on 04.01.2019.
- On 05.01.2019 the Department of Mathematics inaugurated the Ramanuja Mathematical Association Day with the title Mathesta 2018
- On 10.01.2019 the Department of Zoology celebrated their association functions.
- On 11.01.2019 the students of Self Finance wing conducted the Fete and a garden was set up in the college campus.
- Golden Jubilee year was celebrated on 24.01.2019 by awarding the best teacher of the schools in The Nilgiris. Mr.Nazarudeen ,CEO of the Nilgiris was the chief guest of the programme.
- During the month of December 2018 and January 2019 many institutions and banks conducted placement drives.

S.No	Name of the Institution	No of Students Placed
1.	Bharathi Vidhyalaya Matric.Hr.Sec.School, Gobichettipalayam.	16
2.	Sri Chaitanya Techno School, Coimbatore.	21
3.	IDBI Bank, Erode.	34

4.	Winners Institute of Communicative English, Coimbatore.	40
5.	IDBI Federal Life Insurance, Coimbatore.	48
6.	AB Academy of Advanced English Excellency, Coimbatore.	12
7.	Bright Star Eucational Institution,Coimbatore.	24
8.	Paramveer Banasingh Vidhya Academy of Excellence,Dharmapuri.	12
9.	Michael Academy of Communicative English,Ooty.	14

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MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

It is hereby brought to the kind notice of the members that a meeting of the Internal Quality Assurance Cell will be held on 04.02.2019 on 3.30 P.M. in the seminar hall. All the members are requested to attend the meeting without fail.

AGENDA

- 1. 1.Welcome address by the Principal.**
- 2. Graduation Day.**
- 3. College Day.**
- 4. Tour.**
- 5. Sports Day.**
- 6. College Culturals.**
- 7. Vote of Thanks.**

Date : 28.03.2019

Place : Ootacamund

To

All the members of the IQAC

MINUTES OF THE IQAC MEETING

1. The members of the IQAC were greeted and welcomed by the Principal, Dr.S.Parvathi who chaired the meeting.
2. The members decided to invite Dr.P.Thirunavukkarasu Member-Vice Chancellor Committee of Bharathiar University as the Chief Guest and Dr.N.Jeyakumar Member Vice Chancellor Committee of Bharathiar University as the Guest of Honour for the Graduation day and said that the necessary arrangements are to be made for the same.
3. The members decided to invite Dr.N.Jeyakumar Member-Vice Chancellor Committee of Bharathiar University as the Chief Guest and Dr.P.Thirunavukkarasu Member Vice Chancellor Committee of Bharathiar University as the Guest of Honour for the college day and said that the necessary arrangements to be made for the same.
4. It was decided to take students to Goa for educational tour in the month of February 2019.
5. As our college was in the Golden Jubilee year it was decided to have a grand sports day with more number of events and competitions. It was decided to invite Dr. P.Jaichithra Director of Physical Education, PSGR Krishnmal College for Women, Coimbatore as the Chief Guest.
6. To cultivate and nurture the talents of the students a cultural fest will be conducted every year. This year it was decided to conduct in the name of MILITZA'19 in the month of February 2019.

There being no other matter the meeting of the IQAC was adjourned after the vote of thanks was proposed by the IQAC co-ordinator, Mrs.Kavitha.R.

Action Plan

- **90 students and 8 members of staff visited Goa for education tour from 11.02.2019 to 15.02.2019.**
- **College Culturals Miltiza 2019 was conducted on 21.02.2019 and 22.2.2019. The Fest was inaugurated by Mr. SathyaKumar, Motor Vehicle Inspector, RTO, Ooty. The first day events were flower carpet, cookery, rangoli, bridal makeup, collage work, nail art, jewel making pot painting and solo dance. The second day started with duet dance followed by group dance competitions and Miss Miltiza.**
- **Golden Jubilee year Sports day was celebrated on 23.02.2019 at Shri Shanthi Vijay School Ground. The function was inaugurated by Dr. P.Jaichithra Director of Physical Education, PSGR Krishnmal College for Women, Coimbatore.**
- **The 16th Graduation Day And College Day was celebrated in the college auditorium.**
- **The Golden Jubilee year Sports Day was conducted on 23.03.2019.**